

**CLASSIFICATION SPECIFICATION FOR: BUILDING INSPECTOR**

*Class specifications are intended to present a descriptive list of the range of typical duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job, and all duties described are not necessarily performed by all employees in the class.*

**POSITION SUMMARY**

Under direction, to perform skilled tasks in the enforcement of applicable codes through the inspection of new construction and remodeling work on residential, commercial, and industrial structures. Majority of the work is performed with considerable independence and is primarily subject to review only as to results. Incumbents do not direct the work of other employees except where designated to act in the absence of the Building Official.

**DISTINGUISHING CHARACTERISTICS**

This classification is distinguished from all other inspection-related Town classes through the specialized knowledge, skills and background required to perform the work. Building Inspectors must be physically able to negotiate construction sites including but not limited to: climbing, crawling and jumping

**ESSENTIAL FUNCTIONS STATEMENTS** Essential responsibilities and duties may include, but are not limited to, the following:

1. Checks building plans, issues permits and provides information concerning all code requirements and Department policies regarding construction and remodeling projects. This information is provided to a variety of interested parties, including homeowners, contractors, architects and engineers.
2. Conducts inspections at various stages and upon completion to insure conformity with plans and all applicable codes and regulations. these regulations include the town Zoning Ordinance, the National Electrical Code and the Uniform Building, Plumbing and Mechanical Codes. Notes deficiencies and deviations from plans and directs the means and timing of compliance with the appropriate party; as necessary, refers serious problems and disagreements on interpretation to the Building Official.
3. Consults with the contractor, owner, or other appropriate party to assist in the correction of design deficiencies not covered by the building plans.
- 4.

Conducts other types of inspections to gain compliance with such codes and ordinances as Federal and State energy regulations, accessibility regulations, and miscellaneous other codes. Presents a record and appears as a witness in court cases.

5. Performs a variety of duties attendant to assigned projects, including maintaining records, preparing letters and reports, and researching new or amended regulations.
6. As assigned, may direct the work of other Department personnel in the absence of the Senior Building Inspector.
7. Performs related duties and responsibilities as required.

**REQUIRED EDUCATION, EXPERIENCE AND TRAINING** Any combination of experience and training that would likely provide the required knowledge, skills and abilities is qualifying.

- Completion of the twelfth grade or equivalent.
- Two years of journey-level experience in one of the following: 1) inspection services in a city or county, 2) construction trades, or 3) as a contractor.
- A two-year college degree or equivalent in Building Inspection may substitute for one year of the required experience.
- Possession of a valid California Class C driver's license.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of:

- Principles and techniques of building inspection.
- State and local codes and ordinances relating to Building Construction.
- Construction materials and usage.
- Safety practices

Ability to:

- Interpret and apply applicable codes and regulations, including Town Zoning Ordinance, National Electric Code, Uniform Building, Plumbing & Mechanical codes, energy and accessibility regulations.
- Accurately interpret building plans.
- Identify construction deficiencies.
- Maintain accurate records
- Work independently.
- Work effectively and maximize productivity with minimal oversight
- Communicate clearly and concisely, both orally and in writing.
- Understand and apply principles of good customer service.
- Maintain effective working relationships with Town personnel and public officials; contractors, consultants, administrators, other government and related agencies, and the general public.

Each of these essential tasks must be performed individually and unassisted by other persons, since this class of employment requires an ability to work alone

**DESIRED KNOWLEDGE, SKILLS, AND ABILITIES**

- ICBO Building Inspector's Certificate

**PHYSICAL DEMANDS**

Moderate and strenuous exertion required, including sustained walking, standing, bending, climbing and lifting. May have to work in confined spaces, and in adverse conditions which require exposure to inclement weather, noise, noxious odors, gases, or contact with water and/or wastewater.

**WORK ENVIRONMENT**

Employees work outdoors and independently without technical assistance, in direct contact with other Town personnel and the public.

**FLSA:** Non-exempt

**PROPERTY INTEREST:**

This classification is represented by the Town Employees Association.

# # #